

7762-80
NFAC



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503
November 21, 1980

MEMORANDUM TO THE PRESIDENT'S TRANSITION OFFICERS

FROM: HARRISON WELLFORD *HW*

SUBJECT: TRANSITION UPDATE

Please note the following in your respective transition efforts:

1. No performance evaluation data or personnel form 171 information may be turned over to Governor Reagan's transition teams without the expressed consent of each respective employee. To do otherwise might violate the Privacy Act. Attached are OPM guidelines to this effect. Note that you may pass along summary data on employees, however, if the information is a matter of public record. Bill Timmons of the Reagan team fully concurs with this approach.
2. In a few isolated cases, agencies have been asked to take on Reagan transition members as Schedule C's. Bill Timmon's office has taken steps to stop these requests, but please be alert for future requests. Also be reminded that all Schedule C hiring must be approved by the White House.
3. I have attached the latest list of authorized transition officers. The Reagan team has asked that we keep reporting unauthorized contacts.
4. We will have a fairly comprehensive set of guidelines with respect to resignation timing, naming of acting heads, job assistance, etc., sometime early after the Thanksgiving holiday. Attached, for the meantime, is a summary of benefits available to persons leaving the government service. Jule Sugarman of OPM has suggested that you distribute this summary and encourage any affected employees to contact your respective department personnel officers for any questions. OPM is also prepared to answer any of your inquiries.

On file OMB and OPM release instructions apply.

2

5. Arnie Miller's office is preparing a job assistance seminar for all department and agency non-career SES and senior Schedule C employees. Executive recruiters and other personnel professionals will offer advice on resume writing, interviewing, contacting prospective employers, etc. We would appreciate getting some indication on the potential demand for this seminar. Please call your respective cluster head with a rough estimate of how many from your agency might like to attend.

6. A few agencies did not submit progress reports on November 15, as requested by Jack Watson. We would appreciate something brief, even if no contact has been made. Please send the reports to Jack in care of my office. The next report is due December 1.

7. You may be interested in the attached article appearing in the Washington Post on November 18. Needless to say, perhaps, but your efforts are very much appreciated by both the President and the President-elect.

Attachments

cc: J. Watson
W. Timmons
A. McDonald
J. Sugarman
A. Miller
M. Lawlor
S. Connor
W. Dinsmore
J. Donahue
W. Cramer

INTERAGENCY ADVISORY GROUP

UNITED STATES OF AMERICA
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, D.C. 20415

Secretariat
Room 1304—1900 E St., N.W.
Code 101, Ext. 26266 or
Area Code 202—632-6266

November 21, 1980

TO: Directors of Personnel

FROM: S. B. Pranger, *[Signature]*
Associate Director, Agency Relations

The Office of Personnel Management (OPM) has received reports that requests may have been made to provide Transition Team members with Official Personnel Folders (OPFs). The Privacy Act prohibits the release of these folders. Accordingly, if this type of request is made, OPM's Transition Team leader agrees that OPM should notify agency Personnel Directors that they should not comply. Instead, to meet Transition Teams' needs for specific information agencies should provide either resumes or summaries.

LIST OF CARTER/REAGAN TRANSITION OFFICERS

<u>AGENCY</u>	<u>CARTER T.O.</u>	<u>PHONE #</u>	<u>REAGAN T.O.</u>	<u>PHONE #</u>
Agriculture	Jim Williams Howard Hjort Joan Wallace	447-6158	Richard Lyng	634-1680 (HQ) 426-5260
Commerce	Elsa Porter	337-4951	Calvin Collier	
Defense	Peter Hamilton	697-8388	Wm. Van Cleave	634-4900
Education	Steven A. Minter	755-1100	Loreli Kinder	634-1783
Energy	Douglas Robinson	252-6476	Michael Halbouty (713)	634-1680 622-1130
HHS	Randy Kinder Alair Townsend	245-7163 245-6396	Robert Carleson	245-0491 245-7748
HUD	Terrance Duvernay	755-6810	Gerald Carmen	634-1783
Interior	William Kendig	343-4701	Richard Richards	634-1662
Justice	Kevin Rooney	633-3101	Richard Wiley	
Labor	Paul Jensen	523-8231	Richard Shubert	
State	Peter Tarnoff	632-2540	Robert Neumann	634-4900
Transpt.	Bill Beckham	426-2222	Arthur Teele	634-1616
Treasury	Curt Hessler	566-2551	Gerald Parsky	
ACTION	Robt. Currie	254-7264	John Burgess	634-1783
ACUS	Stephen Babcock	254-7020	Rbt.D'Agostino	
Ad.C.Hist.P.	Rbt.R. Garvey, Jr.	254-3967	Sheila Wiedenfeld	
ACIR	Wayne Anderson	653-5540	Freida Poundstone	
AID	Doug Clark	632-1800		
Alaska N Gas	Peter Cook	275-1100		
AppalachianRC	Page Ingraham	673-7869	Alex Armendaris	
ArmsControl	Norman Clyne	632-9580	James Malone	
DisarmAgency				

LIST OF CARTER/REAGAN TRANSITION OFFICERS (2)

<u>AGENCY</u>	<u>CARTER T.O.</u>	<u>PHONE #</u>	<u>REAGAN T.O.</u>	<u>PHONE #</u>
Bd.Int.Broad.			Frank Shakespeare	
CAB	Mary McInnis David Kirstein	673-5164	Wayne Bishop	463-2400
CIA	Richard Lehman	351-6724	Robert Mittendorf	
CivilRightsC	Louis Nounes	254-8130	Jule LaFontante	
CommodityFut.	Don Tendick	254-7556		
Corp.PublicBr.	Fred Wacker	293-3182	Fran Griffin	
CSA	Lee Foley	254-5590	Constance Newman	634-1783
ConsumerPSC	Lowell Dodge	634-7700	Barbara Keating-Edh	
EPA	Jack Ford	755-2705	Norman Livermore	634-1662
EEOC	Preston David	634-6814	James A. Parker	
Ex-Im Bank	Warren Glick	566-8334	William W. Gimer	857-0600
Farm Credit A	Paul C. Redmer	755-4394		
FCC	Frank Lloyd	632-6600	Michael Gardner	
FDIC	Alan Miller Mike Hovan	389-4203		
FEC	Allen Clutter William Loughery	523-4093	Robert Visser	
FEMA	Bill Jones	653-7776	Robert Kupperman	
Fed. Home Loan BB	Rita Fair	377-6273		
Fed.Maritime	Arthur Pankhof	523-5800	Donald Ivers	
FERC	Walter Schroeder	357-8191	Danny Boggs	331-8700
Fed.Lb.Rel.A.	Eugene Orza	254-9266		
Foreign Claims			Karain O'Doherty	

LIST OF CARTER/REAGAN TRANSITION OFFICERS (3)

<u>AGENCY</u>	<u>CARTER T.O.</u>	<u>PHONE #</u>	<u>REAGAN T.O.</u>	<u>PHONE #</u>
FTC	Chris White	523-3740	James C. Miller III	
GSA	E. Perley Eaton	566-1212	Harvey Capnick	
ICA	Richard Cohen	724-9185	Alan Weinsten	
ICC	Jim Voytko	275-1912	Fred Andre	
IDCA	Jonathan Marks	632-1754		
Int. Trade Commission	Charles Ervin	523-4463	Michael Samuels	
Legal Services Corp.	Dan Bradley Mary Bourdette	272-4020	William J. Olson	
MSPB	Richard Redenius	653-6842	Tim McNamara Don Devine	
NASA	Gerald Griffin	755-3972	George Low	
NLRB	Eugene Orza	254-8047		
NRC	William Dierks	492-7511	Richard Kennedy	634-1680
NSF	Tom Ubois	357-7748	Dr. James Fletcher	
Nat'l Credit UA	Rosemary Brady			
Nat'l. End Arts	Don Moore	634-6076	Robert S. Carter	
Nat'. End Hum	Thomas Litzenburg	724-0347	Richard Bishirjian	
Nat'l. Tran Saf.	Lars Peterson	472-6016	Henry Zuniga, Jr.	634-1645
Occ. Safety	Robert Gombar	634-6621		
Health Rev.	Larry Hoss			
Off. Consumer Af.	Ed Cohen	456-6226		
OPM	Margery Waxman	632-4632	Donald Devine	
Peace Corps.	Dick Celeste	254-7970	Tim McNamara	

LIST OF CARTER/REAGAN TRANSITION OFFICERS (4)

<u>AGENCY</u>	<u>CARTER T.O.</u>	<u>PHONE #</u>	<u>REAGAN T.O.</u>	<u>PHONE #</u>
PostalRateC	R.Legon/David Harris	254-8831	John Lathrop Ryan	
Postal Serv.	C. Neil Benson	245-5225	John Lathrop Ryan	
SEC	Daniel Goelzer	272-2181	Dr. Roger Spencer	
Selective Serv.	Bernard Rotsker	724-0817		
SBA	Bill Mauk	653-6678	Max Hugel	
Smithsonian	John Jameson	357-3080		
Syn Fuels	Jerry Pfeffer	653-4410	Ed Noble	(918) 494-3062
USRA	William Bozman	426-1924		
U.S. Reg. Council	Peter Petkas	395-6110		
VA	Rufus Wilson	389-2817	William Ayres	

The Federal Diary

By Mike Causey

Transition Teams: A Real Class Act

The Carter and Reagan people handling the transition of the bureaucracy are a real class act, according to most insiders viewing this first-of-kind transfer of the government's merit system machinery. That is good news whether you wield power or a broom for Uncle Sam.

Of course there may be political shenanigans. Democratic appointees may try to shed their cloaks and "burrow" into civil service-safe jobs. Or some incoming Republican zealot, who thinks he sees Democrat saboteurs behind every file cabinet, may try to clean house with a flamethrower, but for the moment there is little indication of that.

The people at the top seem genuinely anxious to make this transition as clean and smooth as possible. For this, high marks have to go to **Jack Watson** at the White House, **Alan K. Campbell** of the Office of Personnel Management, and, of course, outgoing boss **Jimmy Carter**, who is being gracious in defeat.

For their part the Reagan team assigned to get hold of the vast bureaucracy has not sprouted horns. They seem to be going out of their way to reassure civil servants that they are understood, appreciated and safe. Last Friday most of the government's personnel chiefs met with **Donald J. Devine** and **R.T. McNamar**. They are the "links" between the Reagan transition team and the OPM and the career side of government.

Most of the career types who attended that meeting — only one I talked with refused any comment — said they were pleased with the meeting, and especially happy that it had even taken place. Devine is a political science professor at the University of Maryland. McNamar is a Los Angeles financial consultant. Reporters covering the federal beat have been advised to learn how to spell their names, as both are expected to figure high in the personnel management side of the Reagan administration. At Friday's session both men, who already know a lot about how government ticks, stressed that Reagan and his advisers have a high regard for career U.S. workers, the merit system and the "reforms" made in it by the Carter administration. Both said they are anxious to preserve and protect the merit system and the people in it. Both also said that if personnel directors get any political heat or questionable orders during the transition, they should blow the whistle directly to them. Office of Personnel Management has investigators ready to check out those complaints. Or call the newspapers!

On the Carter side, **Jack Watson** has frozen political hiring (as reported here last week) and told departments and agencies not to convert political people into career jobs. Defense Secretary **Harold Brown** — who heads the biggest federal operation — has told his people not to fill any senior level jobs or conversions without his personal approval. "The Reagan people said all the right things" at the meeting according to a top personnel man, "and Carter appears anxious to go out with style and class." That sort of good will is vital at this time. There never has been a transition when so many jobs can be filled by the incoming president (nearly 6,000 top political and career slots), or so much pressure from lame-ducks for protection. At the same time the Senior Executive Service never has

gone through a change of administration. It would seem that both the outgoing Democrats and incoming Republicans — at the top — are trying very hard to make sure the revised merit system is not damaged and that bad precedents are not set for the next change of power.

Both sides are aware that the nation has not had a president who completed two full terms since **Dwight D. Eisenhower** left office in 1961. It seems that both sides are being especially careful this time not to make any mistakes that could come back to haunt them in this part of the transition.

November 19, 1980

Benefits Available to Persons Leaving Government Service

Note: The information presented here is general in nature and may not apply in all cases. It has been prepared especially for Presidential appointees and officials serving in positions excepted from the competitive civil service. Specific questions should be addressed to your agency Personnel Director.

Payment for Unused Annual Leave

1. Persons appointed by the President, especially those people in positions confirmed by the Senate, are not covered by the Annual and Sick Leave Act and therefore, do not earn annual leave. They do not receive lump-sum payments. If, during a brief period before they were confirmed, they held a special limited-term appointment, they may receive a small lump-sum payment for the few hours they earned at that time.
2. Most other civilian officers and employees are covered by the leave laws and therefore are entitled to receive a lump-sum payment for annual leave earned up until the day they separate from Federal service. This leave is "cashed out" at the same rate as the hourly salary at the time of separation.

Civil Service Retirement

If a person is contributing to the retirement fund through payroll deductions, they are guaranteed a return from the retirement fund of an amount at least equal to their contributions. The return may be in the form of a lump-sum refund, or as an annuity.

1. Refund of Contributions: If a person leaves Federal employment before completing five years of civilian service, they may request a refund of their retirement deductions. We are exploring if requests can be processed before a person terminates their Federal employment. Questions should be addressed to your personnel director or to the Office of Personnel Management Retirement Advisory Services Office (632-5582). Standard Form 2802 should be used to apply for a refund. These forms may be obtained from agency personnel offices or the Office of Personnel Management. If a person leaves

Federal service after completing five years of civilian employment, but before they are eligible to retire immediately, they have a choice of a refund or leaving the money in the retirement fund. If they leave their money in the fund, they will receive an annuity when they reach age 62. The advantages of doing this depend upon the person's financial status and years of service. If they decide to leave their money in and later want a refund, this can be done, provided the person is not already eligible for an annuity at the time they apply for a refund.

2. Receiving an Annuity: A person may retire at the following ages and receive an annuity if they have the amount of Federal service shown and have served in a position covered by the retirement system at least one out of the last two years preceding their retirement.

<u>Minimum Age</u>	<u>Minimum Service</u>	<u>Comment</u>
62	5	
60	20	
55	30	
any age	25	Separation must be involuntary, but not due to poor performance.
50	20	Same as above
any age	5	Must be disabled.

Note: If an official appointed by the President leaves Government service because his or her resignation is accepted by the President, this is considered an involuntary separation.

Health Benefits: Health insurance coverage continues in effect 31 days after a person leaves the Government. A person leaving Federal service may elect to continue their health insurance coverage beyond this 31 days by deciding to pay the full premiums on their own. To do this, they must complete a Notice of Change in Health Benefits Enrollment (Standard Form 2810) available from any personnel office. The form contains full instructions.

Life Insurance: If a person has selected Life insurance coverage, their insurance protection continues for an additional 31 days after separation from Federal service. This temporary extension gives the person an opportunity to convert all or part of their life insurance to an individual policy without a medical examination. This conversion is a private transaction between the individual and an eligible company, but to complete it the person will need an Agency Certification of Insurance Status (Standard Form 56).